

TEST FOR RECORDS RETENTION RULE
To be submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **C-12**
PAGE NO. **1**

1. Requesting Agency

MONTGOMERY COUNTY DEPARTMENT OF FINANCE

2. Division or Bureau of Requesting Agency

GENERAL SCHEDULE

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. PURCHASE ORDER (FORM PB-5)

A centralized Purchase Bureau for Montgomery County was established in February 1946. (Prior to that time each Department made its own purchases.) This schedule is concerned with the records created upon the purchase of an article or service. These records include the purchase order, the vendor's invoice, a carbon copy of the check, partial delivery received report, cancellation or change order notice and correspondence. The Purchasing Bureau prepares the purchase order (8 1/2" x 11") in quintuplicate upon receipt of a purchase requisition from the using agency. The copies of the purchase order are distributed as follows:

Original (white)	To Vendor
1st Copy (pink)	To Purchase Bureau
2nd Copy (yellow)	To Department of Finance - Division of Accounts (Voucher File)
3rd Copy (green)	To Department of Finance - Division of Accounts (Pending File)
4th Copy (blue)	To Purchase Bureau (Pending File)

The Bureau forwards all copies of the order to the Department of Finance, Division of Accounts. This Division certifies the order as to availability of funds and assigns a voucher number. The 3rd copy (green) is retained by the Division in a pending file and serves as an encumbrance against the budget account number. The remaining copies are returned to the Purchasing Bureau. The white or original copy of the order is sent to the vendor by the Bureau. The Bureau retains the pink and blue copies. The yellow (2nd copy) is sent to the using agency where it is retained until the vendor's invoice is received. The yellow copy is then signed by the using agency and forwarded to the Purchasing Bureau with the vendor's invoice. The

*Approved Hall of
Records Commission*

7. Agency, Division or Bureau Representative

Alex X. Hammon, Director of Finance

Signature

Title

APR 6 1954

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

APR 8 1954

Date

Monie S. Radloff
Archivist

APR 13 1954

Date

McLuskey
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE C -12
NO.

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>Bureau notes delivery on the blue copy in their file and the County Manager signs the yellow copy authorizing payment and forwards this copy and invoice to the Department of Finance, Division of Accounts. The Division prepares the check for payment and forwards the invoice, purchase order (yellow copy), voucher register and check register to the Director of Finance for his signature. He sends them to the Division of Revenue and Disbursement where the originals of the checks are signed and a copy of the check register is filed. The records are then returned to the Division of Accounts where final entries are made in the ledger and the voucher register is filed. The yellow copy of the purchase order, the invoice and a carbon copy of the check are filed as a completed transaction in the voucher file in the office of the Director of Finance. Filed with the yellow purchase order (voucher) are any cancellation or change order notices (Form PB-7, 8 1/2" x 11") and partial delivery received reports (Form PB-6, 8 1/2" x 11").</p> <p>a. <u>Purchase Bureau</u> This Bureau retains the pink and blue copies of the purchase order. The blue copy is filed numerically and then chronologically. It is retained solely as a cross reference to the Purchase Order File (pink copy), and is, therefore, non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of 1951). The Purchase Order File includes not only the pink copy of the order but also copies of the partial delivery received reports (Form PB-6) and cancellation or change order notices (Form PB-7). It also includes any correspondence relative to the purchase. This file of the purchase order is necessary for audit purposes and also has an operational use in the Bureau. The material is filed by year and alphabetically by name of vendor therein. The following recommendation applies to the pink or 1st copy in the office of the Purchasing Bureau.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p> <p>b. <u>Department of Finance - Division of Accounts</u> This Department received two copies of the Purchase Order, (2nd copy, yellow, and 3rd copy, green). The green copy is retained in an encumbrance file until the yellow copy is received with the invoice for payment, after which the green copy has no further use. This copy (green) is, therefore, non-record within the meaning of of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of 1951). The yellow copy of the purchase order is filed with the voucher file in the Director's Office. Copies of the cancellation or change order notices and partial delivery received reports are attached to the purchase order to which they pertain as is also any correspondence. The voucher file contains, besides the purchase order, the following records: Refunds and Overpayments, Tax Sale Redemption and Gasoline Withdrawal Tickets. These records are covered in Items 2, 3, and 4 of this schedule.</p>	<p>APPROVED BY BOARD OF PUBLIC WORKS Date: APR 13 1954. <i>[Signature]</i> Secretary</p>

RECORDS FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO.

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>The total file including Items 2, 3 and 4, occupies 32 drawers (48 cubic feet) for the period January 1953 to date. The accumulation prior to January 1953 is in the old Courthouse and is inaccessible. The annual rate of accumulation is approximately 30 cubic feet.</p> <p>RECOMMENDATION: RETAIN FOR SIX YEARS AND THEN DESTROY.</p>	
2.	<p><u>REFUNDS AND OVERPAYMENTS</u></p> <p>THIS FORM IS PREPARED IN TRIPLICATE IN THE DIVISION OF REVENUE AND DISBURSEMENTS. ONE COPY (YELLOW) IS RETAINED IN THE ORIGINATING DIVISION (SEE SCHEDULE NO.). A SECOND COPY (PINK) IS FILED IN THE DIRECTOR'S OFFICE (SEE SCHEDULE NO. C-12). THE ORIGINAL, WHICH HAS BEEN ASSIGNED A VOUCHER NUMBER, IS FILED IN THE VOUCHER FILE AFTER PAYMENT HAS BEEN MADE. THE RECOMMENDATION FOR THIS ITEM APPLIES ONLY TO THE ORIGINAL (WHITE) COPY FILED WITH THE VOUCHERS.</p> <p>RECOMMENDATION: RETAIN FOR SIX YEARS AND THEN DESTROY.</p>	<p>Approved Hall of Records Commission</p>
3.	<p><u>TAX SALE REDEMPTION</u></p> <p>THIS 8 1/2" X 11" CERTIFICATE IS PREPARED TWICE IN ORIGINAL. ONE COPY GOES TO THE INDIVIDUAL WHO PURCHASED THE PROPERTY AT THE TAX SALE. ATTACHED TO THE CERTIFICATE OR VOUCHER IS A CARBON COPY OF THE CHECK. THIS MONEY MUST BE ACCOUNTED FOR AS ANY OTHER EXPENDITURE, HOWEVER, MONEY PAID OUT BY THE COUNTY IN THESE INSTANCES IS REIMBURSED BY THE PROPERTY HOLDER REDEEMING THE PROPERTY.</p> <p>RECOMMENDATION: RETAIN FOR SIX YEARS AND THEN DESTROY.</p>	<p>Approved Hall of Records Commission</p>
4.	<p><u>GASOLINE WITHDRAWAL TICKETS</u></p> <p>THESE 4" X 6" TICKETS ARE FILED BY MONTH IN THE VOUCHER FILE. THE ORIGINAL IS RETAINED BY THE USING AGENCY. ALTHOUGH NO VOUCHER NUMBER IS ISSUED TO THEM THEY MUST BE ACCOUNTED FOR AS ANY OTHER EXPENDITURE. THE FOLLOWING RECOMMENDATION APPLIES ONLY TO THE TICKETS IN THE VOUCHER FILE.</p> <p>RECOMMENDATION: RETAIN FOR SIX YEARS AND THEN DESTROY.</p>	<p>Approved Hall of Records Commission</p> <p>APPROVED BY BOARD OF PUBLIC WORKS Date APR 13 1954</p> <p><i>[Signature]</i> Secretary</p>